

A photograph of two women in a room. In the foreground, a woman with short blonde hair is smiling and looking towards the right. In the background, a woman with dark curly hair is also smiling and looking towards the left. The wall behind them is covered with several framed photographs. The image is partially overlaid by a purple and pink gradient banner at the bottom.

2022

Planning Commission of Island county

Training

Mary Engle- Director 2022

Why training matters

To ensure that you receive all tools and information that you need to be successful.

Members of the Planning commission play an essential role in influencing policy that affects our County.

It is important that each member stay informed about current issues, legislative activity, statutes and even events which may affect decisions.

Members are expected to attend each meeting, prepared to discuss the topics.

Planning Commission created: ICC 16.09.020
Rules of records: RCW 36.70.140

| What you need to know!

Although you are serving as a volunteer, did you know that in many cases the law treats commissioners the same as employees.

*Following Roberts Rules of orders, assists in conducting productive meetings.

*Typical Order of Business

Call to order

Approval of minutes from previous meetings

Citizen comments

Consent, Action and Discussion items

Other Business

Adjournment

*All minutes, recordings and documents of the Planning Commission are open to being disclosed and are a matter of Legal record. The Planning Department follows the state regulations on retention of these items.

Electing your officers

Chair and Vice Chair

Election of officers shall take place each year at the first meeting in February.

The Term shall run until the subsequent election.

These 2 positions will be elected from the current appointed members by a majority vote.

The Chair's responsibilities

- Run the meeting
- Maintain order
- Keep business moving
- Manage public testimony

The Vice Chair's responsibilities

- Run the meeting in the Chair's absence.

The commissions primary function

is to submit advice and recommendations to the Island County Board of Commissioners.

Research, obtain public input, and make recommendations as it pertains to the Comprehensive plan.

There are 3 members representing each district to make 9 members total

All meetings shall be held in accordance with the Open Public Meetings act, RCW 42.30

If a Planning commissioner will be absent they must notify the Chair, Planning Director or Commission Secretary prior to the meeting.

A simple majority of the total membership (filled) of the commission shall constitute a quorum.

Meetings

The Island County Planning Department Long Range team provides each Commissioner pertinent information in a timely manner. This allows members to be ready to discuss or make decisions at scheduled meetings.

Schedule is as follows:

- Island County Planning Staff aim to email documents 7 days prior to meetings.
- Meetings are 2nd and 4th Mondays @ 2pm each month to including Public Hearings.
- Planning Staff provides Planning Commission's outcome to the Board of County Commissioners

Emails

Island County has created County email addresses for all commissioners to use for their Planning Commission correspondence. Planning Commission emails are subject to public records disclosure. Use of a County email address will protect your private email and information from being disclosed in a public records request.

Instructions are as follows:

- Visit islandcountywa.gov Employee Portal and select owa.islandcountywa.gov to remotely access the county email system.
- Enter the domain as islandc\ and then your user name which will be <first initial>.<last name>
- Enter your password. This will allow you access to the island county email system. Your first login will be with a temporary password which will be provided to you after this training. You will need to update your password upon your initial login.

Why you were chosen

You were chosen by your District Commissioner because they trust that you will represent your District and invest time on the issues at hand.

Don't form an opinion before knowing all the facts.

Take time to research further about the issue.

Visiting the site can help you become more familiar with the issue.

Encourage your neighbors or friends who have ideas on the issue to attend and speak during public comment.

Questions to ask yourself:

- How will it affect surrounding properties?
- What % of population in our county does this affect?
- Will the outcome provide positive or negative outcomes?
- How will it affect the future?
- How will it affect the entire County?
- How does it affect current Island County Code?
- Will the County Code need updating?



Prepare for your meeting

- ❖ Read through all documents ahead of time. Staff will only provide an overview of the issues at hand at the meetings.
- ❖ If you have questions, don't wait to ask them at the meeting, prepare by reaching out to the Program Coordinator ahead of time. They can route your questions appropriately and get you the answers you need.
- ❖ Should you need maps, or other visuals to assist your decisions, contact the Planning staff ahead of time.
- ❖ You may feel it is necessary to visit sites prior to the meeting, if doing so reach out to the property owner prior.
- ❖ Prior to your meeting have your thoughts and comments written down and ready to share with the members.
- ❖ Reach out to your District Commissioner for their input on the subject matter.
- ❖ Don't formulate a decision until you have considered public comment.

Conflict of interest

As an appointed member serving on the Planning Commission you should not be beholden to any special interest of the issues. If you feel you have a conflict, you should abstain from the vote.

EX Parte contact

This occurs whenever someone tries to influence or secure your vote, outside of a public meeting. The most effective way to avoid ex parte contact is to avoid planning commission discussions outside of your meetings. Persons interested in discussing the issue should attend the public hearing and comment at the appropriate time.

PUBLIC INPUT

The public hearing is an opportunity for you to listen and hear what others think about the topic.

- ❖ Chair opens the public comment
- ❖ Chair asks that commenters to State their Name and Address
- ❖ Chair allows 2-3 minutes for their input. *Commissioner's secretary will keep Chair aware of time.*
- ❖ Chair reminds commenters to direct all questions to the Chair not members or staff.
- ❖ The Chair writes down questions, that came up during public comment.
- ❖ After all commenters have been heard Chair closes the Public comment.
- ❖ The Chair then reviews questions and calls on members or staff to respond to the pertinent questions.
- ❖ This is not an opportunity for back and forth discussions between members of the commission or staff with the commenter. The commenter should have made their comments during their allotted time.



Remember, by keeping your meeting on schedule and timing commenters, it allows each commenter to be treated equally in terms of being heard, others waiting to comment may not have hours to wait and want to have an opportunity to make comment.

2022 Topics

- Shoreline Master program update
- Housing Element Implementation
 - Mixed use RAIDs outreach
 - Housing Implementation Timeline Development
 - Farm Worker Housing
- Clinton Gateway Implementation/Rezone
- PBRS Program update
- ADU Code Update
- Ebey's Landing Code Updates
- Code Clean Up - 16.19.140; 16.06.080; and 17.03.035
- Rezone - Ault Field Industrial
- Permit Fee Update
- AICUZ Noise Zone overlay update

Island County code compliance is reviewed through:

- Enforcement of building and land use regulation or conditions on permits.
- If a violation is noticed by someone in the community they will enter a *Complaint Investigation Request Form* - <https://www.islandcountywa.gov/Planning/Pages/Enforcement.aspx>
- Two full-time Code Enforcement Officers
 - Site visits are made, where the Officer tries to make contact with the parcel owner
 - Voluntary compliance is sought
 - Notice of violation letters sent
 - Enforcement orders are then sent
 - Fines and liens may occur

Code Compliance

A background image showing three people (two women and one man) in a professional setting, possibly a meeting or collaborative work environment. They are gathered around a table, looking at something off-camera. The image is overlaid with a semi-transparent purple and blue gradient. A white vertical bar is on the left side.

Questions???

We thank you for serving our community.

Long Range Planning Team

John Lanier – Senior Planner

Nick Reibel – Associate Planner

Layla Tromble – Secretary

Mary Engle- Director

Jonathan Lange- Assistant Director